



# **FIRE DETECTION SYSTEMS AND FIRE PROTECTIVE SIGNALING SYSTEMS**

## **I. WHEN IS A BUILDING PERMIT REQUIRED?**

A permit is required for any new system and for alterations to existing systems.

## **II. WHAT REGULATIONS MUST I MEET?**

Contact the following agencies:

Building Code Plans Examination- 352-3313

Inspection Bureau Inc.- 381-6080

Fire Prevention Division - 357-7585

## **III. HOW DO I OBTAIN A PERMIT?**

Complete an application for a permit and submit three copies of plans for review, to the Business Development and Permit Center, 3300 Central Parkway, Cincinnati, Ohio 45225.

*WALK-THRU PLAN REVIEW IS PERMITTED FOR ALTERATIONS TO EXISTING SYSTEMS ONLY AND REQUIRES SUBMISSION OF 4 SETS OF PLANS AND AN ADDITIONAL FEE EQUAL TO THE PERMIT FEE UP TO \$200.*

The plans shall include the following:

### **A. Floor Plan - Drawn to scale showing:**

1. Use of all spaces
2. Ceiling heights and shapes
3. Locations of all devices and controls
4. Description of types of devices
5. Symbol list and equipment identification showing:
  - a. Symbols used on drawings
  - b. Symbol description (key or legend)

### **B. Riser Diagram - Showing:**

1. Zones
2. Devices in each zone
3. Devices required in HVAC systems

### **C. Certification Numbers (for installer and company)**

State of Ohio requires certification per Section FM-500.2.2.2, Ohio Fire Code (OFC).

- D. Manufacturer's Information (specifications for all equipment devices, controls, and standby power supply)
- E. Sequence of Events/Operations (Text or Chart Form)  
(for example, upon activation what actions occur, what device goes into alarm)
- F. Method of Supervision - Showing name, location and UL certification of the supervising service
- G. Compliance with ADA Requirements (if applicable)
- H. List of Applicable NFPA Standards/Ordinance 257-89
  - 1. Which NFPA Standards apply?
  - 2. Does Ordinance 257-89 CFPC apply?
- I. Reduced Fee Submittals

A reduced fee of \$60 is applicable to work complying with all the following criteria:

- 1. Total cost of the proposed work is \$3000 or less;
- 2. Work covered shall be limited to
  - a. Alarm system for sprinkler supervision
  - b. Additions to existing alarm systems including ADA upgrades
  - c. Replacement control panels
  - d. Non-required alarm systems
- 3. Plans on 8-1/2 x 11" sheets without the reduction of scale

#### **IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the person signing the application. Upon receipt of the necessary approvals, the permit staff will notify the applicant that the permit is ready and the balance of the permit fee will be due.

#### **V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the Cincinnati Building Code, Ohio Building Code, National Electric Code, and Cincinnati Fire Prevention Code (CFPC). The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within one year of the issue date.

#### **VI. INSPECTIONS REQUIRED (24-hour minimum notice)**

- A. Acceptance Test  
When all work is completed an Acceptance Test must be performed on the system and witnessed by personnel from the following agencies:
  - 1. Cincinnati Fire Protection
  - 2. General Building Inspection or Housing Inspection

For scheduling of tests call:

1. 352-3267 for non-residential buildings or
2. 352-3275 for residential building.

***TESTS REQUIRE AT LEAST THREE DAY PRIOR NOTIFICATION!***

B. Fees for Testing:

1. For current information on CFPC fees call Cincinnati Fire Department at 357-7585.
2. For current information on Building Department fees after initial test (if required) call General Building Inspection - 352-3267 or Housing Inspection - 352-3275.

C. Additional Changes

Minor changes to the approved plans may be submitted as an engineering change. The installation of additional devices will require an alteration permit.

***A FEE MUST BE PAID AT THE TIME THE ENGINEERING CHANGE IS APPROVED.***